

JOB DESCRIPTION

DEVELOPMENT MANAGER - SOS CHRISTIANS OF THE EAST

SOS Christians of the East - USA is seeking a highly motivated and mission-driven **Development Manager** to join our growing team. As a nonprofit organization establishing its presence in the United States, we are looking for a dynamic individual to lead our fundraising efforts and build a strong foundation for sustainable donor engagement.

Role: Development Manager

Reports to: General Delegate of SOS Chrétiens d'Orient in France and the incumbent General Director, SOS Christians of the East USA

Salary Grade: TBA

Work Location: initially remote but will be based on East Coast

Schedule: Monday to Friday

Job Type: Full-time

Date Created: asap

FLSA: Exempt

Position Summary

SOS Christians of the East is seeking an experienced fundraising executive with a results-oriented approach to join our team as we expand into the United States. The ideal candidate will be an experienced self-starter with an understanding of Christian philanthropy and experience across fundraising disciplines.

This individual must possess a strong belief in the mission and work of SOSCO in supporting Christians of the Middle East in remaining in their homeland. The ideal candidate must be able to effectively communicate the importance of supporting Christians in the Middle East.

Our Background

SOS Chrétiens d'Orient is a group of NGO's based in France, Italy, Belgium and Switzerland. The first NGO was created in 2013, in France, after the invasion of Maaloula (Syria) by Al Nusra jihadists.

By sending volunteers to the Middle East, SOS Chrétiens d'Orient reconnects Christians of the Middle East with western Christians. More than 3300 volunteers served our missions in Syria, Iraq, Lebanon, Jordan, Egypt, Armenia, and Ethiopia. SOS Chrétiens d'Orient also helps Christians in Pakistan.

Organization Motto: "Help us here, to help them there".

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Development Manager Role and Responsibilities

Initial Core Responsibilities

- Establish or maintain relationships with various organizations and use these relationships to develop SOSUS
- Identify and research prospective funding sources, including individuals, foundations, and corporate donors
- Develop and implement strategies to cultivate new donor relationships and steward existing supporters
- Manage the donor lifecycle—from initial outreach and proposal development to acknowledgment and reporting
- Coordinate and support donor-focused events and campaigns to enhance visibility and engagement.
- Collaborate with leadership to align development goals with the organization's mission and strategic priorities
- Carry out the administrative procedures necessary for the smooth running of 501C3 non-profit organization
- Participate in fundraising and developing other sources of revenue with a communication agency
- Assist with the day-to-day management of SOSUS
- Follow-up on spin-offs and reporting

Additional Responsibilities

- Develop and implement a comprehensive multi-year fundraising program
- Lead strategic development initiatives to expand support for the mission, working closely with the Board and directors
- Develop and manage a portfolio of major donors and prospects
- Cultivate and steward relationships with Christian organizations and communities, and individuals
- Develop a plan for the organisation's giving program with particular focus on reaching new constituencies
- Develop and execute campaigns for special initiatives and ongoing projects
- Oversee giving programs, including direct mailing, digital fundraising, crowdfunding and donor acquisition
- Manage relationships with prospective donors and develop new prospects
- Engage in proposal development, grant writing, compliance and stewardship activities
- Establish clear metrics, goals and accountability for fundraising initiatives
- Foster a collaborative culture focused on mission advancement

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- Build strategic partnerships with US Christian institutions, organizations and leadership
- Oversee development operations, including CRM management, gift processing and compliance procedures
- Provide regular reporting to the General Delegate SOSCO, France and the General Director, USA
- Ensure adherence to AFP Code of Ethics

Key Qualifications

- Bachelor's Degree required, advanced preferred
- Minimum 2-3 years of first-hand experience developing structures
- Possess a knowledge of 501C gift giving, grant proposal development, tax compliance and implications
- Excellent interpersonal/communication skills and at ease in a multi-cultural environment
- Ability to measure and assess fundraising initiatives with metrics and articulate goals
- Experience and proficiency with CRM systems (Salesforce, Blackbaud etc) and planned giving software and tools
- Possess rigorous and strategic thinking capability

Preferable

- Bilingual abilities in both English and French
- social media/communications savvy
- possess a good knowledge of 501C3

Work Authorization

This position is open to U.S. citizens or lawful permanent residents only. Applicants must be authorized to work in the United States without sponsorship, now or in the future.

Apply : isaure.germain@soschretiensdorient.fr